

Social Services Annual Agency Meeting Agenda

Monday, November 15 at 1 pm

AND

Tuesday, November 16 at 9 am

Item #	Agenda Item	Time	Speaker	
1	Welcome	5	Akeshia Johnson Smothers	5
2	Message from APH – Acting Assistant Director Issue Area solicitations COVID updates and resources Catchafire	10	Laura LaFuente	15
3	APH Announcements Staff Introductions	15	Akeshia Johnson Smothers	30
4	Contract Package Overview	10	Michelle Friedman	40
4	Insurance Requirements	10	John Sanchez	50
5	Client Eligibility Overview	10	Helen Howell	60
5	Financial Documentation Requirements	10	Annabel Osburn	70
	BREAK	10		80
6	Performance Reporting	20	Michelle Friedman	100
7	CCU Monitoring Overview and Process	20	Meghan Duncan	120
8	Solicitation Updates/Reminders: Ongoing Threshold Conflict of Interest/ Anti-Lobbying Disclosure	10	Tasha Ponczek Shoemake	130
9	New Website Resource	5	Tasha Ponczek Shoemake	135
10	Reminders Question and Answers	10	Unit Managers	145
11	Optional: Breakout Rooms with Contract Managers and/or PartnerGrants Admin	20	Contract Managers and Allan McCracken	165

Agency Training Attachments

1) Social Services Agency Training PowerPoint Presentation
2) Contract management assignments
3) 2022 Contract Timeline
4) Insurance handouts
5) Performance Measures Quarterly Report Instructions
6) Claims documentation cheat sheet
7) Recording and Reporting Performance guide
8) What to Expect During Monitoring and Using Box.com Instructions
9) Notification of Monitor email template